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6 October 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 77-53

SUBJECT : Assignment of Personnel Office Responsibilities in  
Connection with Personnel Evaluation Matters

REFERENCES: CIA Regulation [ ] dtd 1 Aug 52, Personnel Evaluation  
CIA Notice [ ] dtd 1 Aug 52, Personnel Evaluation  
PDM 42-52 dtd 2 Sept 52, Designation of Evaluation Officer  
PDM 43-52 dtd 10 Sept 52, Personnel Evaluation  
Report Procedures

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1. Effective immediately, the responsibilities of the Personnel Office in connection with Personnel Evaluation matters are assigned as follows:

a. Policy and program development. Responsibility for the formulation of policy recommendations and program development is assigned to the Plans, Research and Development Staff. This includes continuing analysis of the over-all effectiveness of the program as well as the preparation of appropriate regulatory and procedural issuances for coordination with other interested components.

b. Administration of reporting system. Responsibility for the initiation and recording of Personnel Evaluation Reports is assigned to the Processing and Records Division. This includes the maintenance of suspense records showing reports due, the preparation of routing sheets and necessary follow-up on outstanding requests. The responsibilities of the "appropriate Transactions and Records Branch" as described in PDM 43-52 will be assumed by the Processing and Records Division.

c. Review and analysis of Personnel Evaluation Reports.

(1) Responsibility for the review and analysis of individual Personnel Evaluation Reports is assigned to the Placement and Utilization Division. This includes responsibility for consultation with appropriate supervisory officials and for analysing and coding individual Personnel Evaluation Reports. The results of such analysis may point to the need for consultation by the appropriate Placement Officer with a specific operating component relative to the conduct of the program in that component or to consideration of policy or program changes by the Plans, Research and Development Staff.

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(2) Responsibilities assigned to the Placement Branches by PDM 43-52 will be assumed by the Placement and Utilization Division. Inquiries from operating components regarding the conduct of the program and specific reporting requirements will be referred to the appropriate Placement Officer.

d. Evaluation Officer. [ ] will continue as a Personnel Office Evaluation Officer and is responsible for the administration of the Personnel Evaluation Program within the Personnel Office.

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e. Personnel Office Career Service Board. The responsibilities of the Personnel Office Career Service Board in connection with Personnel Evaluation Reports for members of the Personnel Career Service are described in CIA Notice [ ] (also included in proposed Regulation [ ] Personnel Evaluations). The Evaluation Officer will forward the office copy of each Personnel Evaluation Report to the Executive Secretary of the Personnel Office Career Service Board. The Executive Secretary will maintain a file of these reports and make them available to members of the Career Service Board and other officials of the Personnel Office as required.

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f. Supervisory Responsibilities. The responsibilities of supervisory officials in the preparation and review of Personnel Evaluation Reports are described in CIA Notice [ ] (also included in proposed Regulation [ ] Personnel Evaluations). Each supervisor is responsible for the prompt submission of reports requested from him.

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GEORGE E. NELSON  
Personnel Director

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